My Food Program

Emergency Shelter Sponsor Admin

Quick Start Guide

Welcome to My Food Program! This Quick Start Guide is meant to get you up-and-running with our software in four easy steps. For a comprehensive understanding of how our software works, we recommend you read our full manual. **Ready? Let's go!**

1	2	3	4
ADD YOUR SITES	ADD PARTICIPANTS	ENTER A MENU	TAKE MEAL COUNTS

1 ADD YOUR SITES	**2** ADD PARTICIPANTS	**3** ENTER A MENU	**4** TAKE MEAL COUNTS

The first step is to add your site(s) to My Food Program.

Start by clicking on **☰ Sites** . Then click on **+ Add** to bring up the Site Details screen

NOTE: only the required fields are listed below. If you see fields on your screen not listed here, feel free to fill them out. We're trying to get you up-and-running as quickly as possible by only listing what is required.

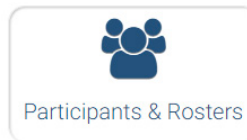| FIELD	DESCRIPTION
Name	Put in the name of your center as you want it to appear on reports
Type	Choose "Emergency Shelter"
Legal Name	Enter the official business name of the center
Profit Status	Select Non-Profit or For Profit
Site Identification Number	Enter a Site ID. Usually this is issued by the state agency.
Status	Set your site to "Active"
Address, City, State, Zip	Enter the physical location of the center.
Daily Attendance Method	Select either "present" if you only need a record of whether a child was in attendance or "in/out" if you want time stamps.
Meal Count Method	Select "roster" if you want to check each child in by name. Select "headcount' if you're just entering a number
Time Zone	Time zone matters because the mobile app restricts the entry of counts to the specific meal time
Meal Count Timeframe	Select "Point of Service"
Attendance Records Kept Outside of My Food Program	Leave this box unchecked if you need to enter attendance before entering meal count. Check this box if you have another system of attendance
Licensing Age Range Errors	Choose "Error" if you are going to use My Food Program to check if meal count are within your licensed capacity. If you've got another system for that, select "Ignore"
Enrollment Form Errors	Choose "Ignore".
Missing Infant Menu Errors	Choose "Error" if you're going to be entering infant menus into My Food Program. Choose "Ignore" if you are not going to enter infant menus.
Site Hours	Enter the opening and closing time of your center and the days of the week the center is open.
Site Meal Times	Enter the times and meals served at your center

Click **Save** and you're done!

1	2	3	4
ADD YOUR SITES	ADD PARTICIPANTS	ENTER A MENU	TAKE MEAL COUNTS
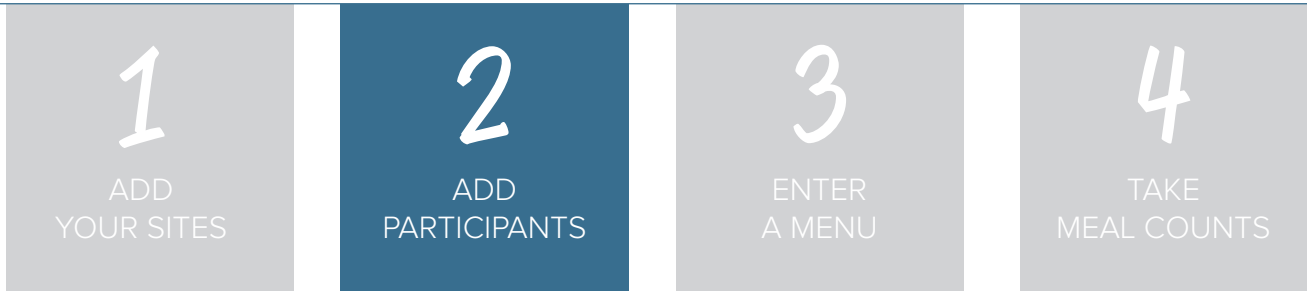
Now it's time to add the children to your site. Click on **Participants & Rosters**

If you have a spreadsheet of the children handy, you can download our template and fill in the columns, then come

back and click on **👤 Upload Participants** , select your file, click the very top box to "select all" and click Save.

If you need to enter the children one-by-one, start by creating your rosters. Click on **➕ New Roster** and repeat until you have all your rosters listed. Many Emergency Shelters keep all children on one list.

Next, click on **➕ Add New Household** and then **➕ Add Participant**

Complete these required fields. **NOTE:** we're just listing the fields that you have to complete in order to get started. If you see additional fields on your screen, feel free to complete them now, but know that it is not required information.

FIELD	DESCRIPTION
First Name	
Last Name	
Birthdate	Make sure this is accurate as it places the child in the USDA age range for food and the licensing age range for the center.
Start Date	Any meals recorded before the start date will be disallowed.
Roster Assignment	The roster for this child (you can select more than one)

Click **Save** and you're done!

If this child has a sibling at the center, click **➕ Add Participant** and go through the same steps above.

If a child does not have a sibling at the center, click **➕ Add New Household** at the top and then **Participants**

Repeat the steps until you've entered the information for all the children.

ADD
YOUR SITES

1

ADD
PARTICIPANTS
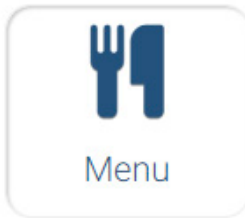
2

ENTER
A MENU

3

TAKE
MEAL COUNTS

4

Click on [Menu icon] from the main dashboard.

Click on today's date and the first meal for which you are going to record meal counts. Click on **Edit Menu**

Go through each of the food groups and enter the name of the food in Search... 🔍

Find the correct item in the dropdown and add it to your menu. You'll be able to set favorite foods and create saved menus later to make this process go faster.

Once you've entered a food item in all of the required food groups, click **Save** . If you forgot one of the food groups, we'll remind you.

If you are also going to use My Food Program to track infant menus, then click **Edit Infant Menu**

Select the age of the **oldest** infant in care and add the food items using the search function as with the child menu.
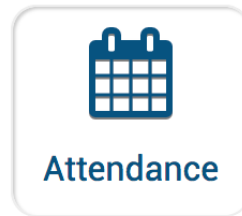
1	2	3	4
ADD YOUR SITES	ADD PARTICIPANTS	ENTER A MENU	TAKE MEAL COUNTS

You're ready to take some meal counts!

If you want to take meal counts on the web app, click on **Attendance** on the main dashboard. Check in the children that are present.

Next, click on **Meal Count** on the main dashboard.

If you're taking headcount meal counts, select the date, meal and roster. Use the up/down arrows or enter the count manually then click Save.

Meal Count

Other Users Counts

Date	07/29/2018
Meal *	AM Snack
Roster *	Preschool
Count	10

DELETE ALL HEADCOUNTS FOR THIS ROSTER & MEAL

Save

If you're taking meal counts by name, select the date, roster and meal. Click the box that says "Ate" next to each child that is eating the meal. Only children checked in for attendance appear on the list. Click Save and you're done!

Date	07/29/2018
Roster	Toddler
Meal	Breakfast
Current Total	0

Name	Ate	Ate on Roster
Jane Doe	☐	Preschool
Susie Doe	☐	
Roger Jones	☐	
Gavin Parker	☐	
Nia Parker	☐	
Jane Smith	☐	
John James Smith	☐	

My Food Program

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If you want to take meal counts using the mobile app, grab your phone or tablet and go to Google Play or the Apple Store, search for "My Food Program" and download the free app.

Open the app and login using the same username and password that you used to login to the website.
HINT: click on "Remember me on device" and you'll never have to enter your password again.
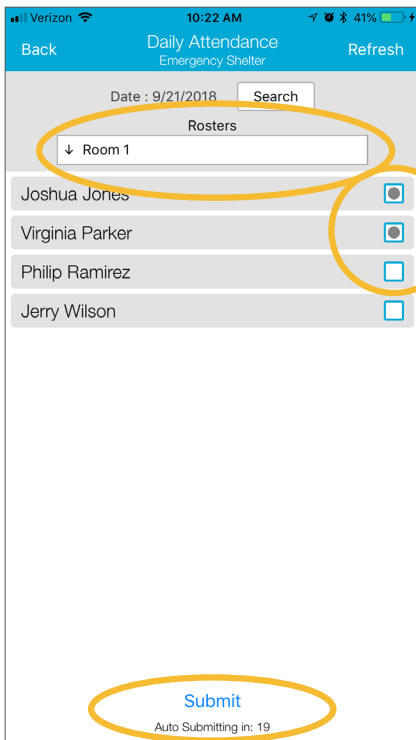
Start by taking attendance. Check the box next to the name of each child in attendance that day.
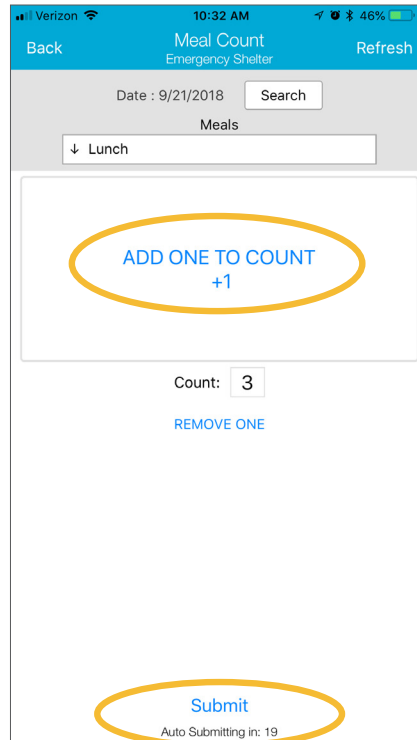
If you're doing head count, select the roster, meal and then click the button or enter the count manually.
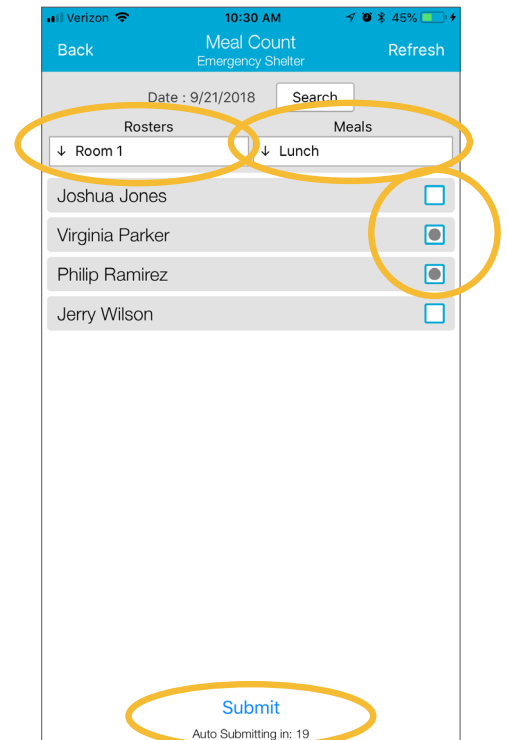
If you're doing meal count by name, select the roster, meal and then click the names of the children eating the meal. Only children checked in for attendance will appear on the list.